

DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

JOB OPPORTUNITY BULLETIN

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

UNIT: San Francisco District Office (located in Oakland)

CLASSIFICATION: Fair Employment & Housing Consultant I/Fair Employment and Housing Consultant II

SALARY: \$2724-\$4300/\$4255-\$5172

FINAL FILING DATE: Until Filled

DUTIES:

Work under close supervision, learn and apply the provisions of the California Fair Employment and Housing Act and related civil rights statutes. Tasks include, but are not limited to, the following: investigate discrimination complaints, interview witnesses; collect and analyze data; counsel the public in statutes enforced by the Department; analyze facts and evidence to determine causes in complaints; prepare written reports; attempt informal resolution of complaints.

DESIRABLE QUALIFICATIONS:

Ability to analyze data and draw conclusions, to learn and apply laws and regulations, and to follow established procedures; knowledge of the problems of protected groups, minorities, women and disabled in securing employment and access to housing; good writing skills; sensitivity and tact in dealing with people; ability to operate a computer and knowledge of Excel and Word software programs. Some travel is required to conduct official State business. Selected candidate will be required to certify they have a valid California driver's license and liability insurance.

WHO SHOULD APPLY:

Applicants must be a current or former State employee with transfer or reinstatement eligibility for the classification indicated, or be reachable on a current employment list for the classification. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. All applicants must clearly indicate their basis for eligibility on the State application (STD 678). Applicants will be screened and those best qualified will be interviewed.

SEND COMPLETED STATE APPLICATION (STD 678) TO:

Department of Fair Employment and Housing
ATTN: Personnel Office
2218 Kausen Drive, Suite 100
Elk Grove, CA 95758

(916) 478-7229
TTY (800) 700-2320

ISSUE DATE: 03/20/07
RPA #: 098